

AGENDA

Grand Traverse County Planning Commission (GTCPC)
Tuesday, January 16, 2018 at 3:00 p.m.
Commission Chambers, Second Floor, Governmental Center
400 Boardman Avenue, Traverse City, MI 49684

Page

1. Call to Order-Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. November 21, 2017 GTCPC Meeting Minutes 1
6. New Business
 - a. Proposed Meeting Dates for 2018 4
 - b. Nominating Committee Report 5
 - c. Future of County Planning Commission 6
7. Reports
 - a. Parks & Recreation Commission - Commissioner Albers
 - b. TCAPS - Commissioner Kelly
8. Commissioners Comments
9. Public Comment
10. Adjournment

GRAND TRAVERSE COUNTY PLANNING COMMISSION (GTCPC)

November 21, 2017

Chair Cockfield called the meeting to order at 3:01 p.m. in the Commission Chambers located in the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

MEMBERS PRESENT: Peter Albers, Jeff Cockfield, Bob Fudge, Jennifer Hodges, Joe Lawrence, John Nelson

EXCUSED: Sarna Salzman

ABSENT: Ron Clous, Sue Kelly

STAFF PRESENT: John Sych

OPENING CEREMONIES AND EXERCISES

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Nelson requested adding the East-West Corridor Study to the agenda for discussion by the Planning Commission. **Moved** by Fudge, seconded by Albers to approve the November 21, 2017 GTCPC Agenda and add the East-West Corridor Study as the second item (8.b) under New Business. **Approved unanimously.**

PUBLIC COMMENT

None.

DECLARATION OF CONFLICT OF INTEREST

None.

CONSENT CALENDAR

APPROVAL

- a. October 17, 2017 GTCPC Meeting Minutes

RECEIVE AND FILE

- b. Director's Report
- c. Board of Commissioners Meeting Minutes of October 18 and November 1, 2017
- d. Road Commission November 2017 Report to the Board of Commissioners

Moved by Albers, seconded by Nelson to approve the Consent Calendar. **Approved unanimously.**

ITEMS REMOVED FROM CONSENT CALENDAR

None.

NEW BUSINESS

Antrim County Master Plan Review

Sych presented an overview of the new update to the Antrim County Master Plan. **Moved** by Fudge, seconded by Albers that the Grand Traverse County Planning Commission considers the proposed Antrim County Master Plan to be consistent with the master plans of adjacent municipalities and the Grand Traverse County Master Plan including the following comments for consideration: Promote low impact design (LID) stormwater techniques in the Protect Water section of Page 61, mention lakes in the introductory paragraph in the Protect Water section of Page 61, and include providing education on LID stormwater techniques in One to Four Years section of Page 18. **Approved unanimously.**

East-West Corridor Study

The East-West Corridor Study is being initiated by the Grand Traverse County Road Commission. They will be contracting with OHM to conduct the Study. Several Planning Commissioners indicated interest in supporting and assisting the study. **Moved** by Fudge, seconded by Lawrence to direct Chair Cockfield to send a letter of support and interest from the County Planning Commission to the County Road Commission offering assistance to identify and engage stakeholders and the public, to weigh in on ramifications of land use on transportation facilities, and to request the scope of work for the project. **Approved unanimously.**

OLD BUSINESS

Capital Improvement Programs (CIP) Workshop Recap

Sych reported that 26 people attended the Capital Improvement Programs (CIP) Workshop on October 19. Half of the communities in the County were represented. Staff will be following up with communities to provide assistance in developing their capital improvement programs. In part because of the success of the workshop, the State Energy Office is considering providing additional workshops in the area in 2018. .

Annual Awards Banquet Recap

An overview was provided by Sych on the events for this year's Planning Awards banquet co-sponsored by the County Planning Commission and County Chapter of Michigan Townships Association.

Nominating Committee

Sych noted that the Nominating Committee consisting of the Chair, Board Rep, and TCAPS Rep will be meeting before the regular December meeting of the Planning Commission to provide a slate of nominations for officers.

Planning Commissioner Terms

The terms provided in the packet are for information only. No action is required. Sych noted that two Planning Commissioners, Albers and Salzman, are up for consideration for re-appointment.

COMMISSIONER/COMMITTEE REPORTS

- a. Parks & Recreation Commission – Commissioner Albers reported on the tree removal at the Civic Center for the Consumers Energy improvement project, the Easling pool fundraising effort

has achieved a quarter of its \$650,000 goal for pool improvements, and Parks and Recreation fees were recently increased by 4%.

b. TCAPS – No report.

COMMISSIONER COMMENT

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Meeting adjourned at 3:42 p.m.

Joe Lawrence, Secretary

PUBLIC NOTICE

The Grand Traverse County Planning Commission hereby announces its regular meeting schedule for 2018. Regular meetings will be held on the third Tuesday of the month at 3:00 p.m., unless otherwise noted. Meetings will be held in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684.

Grand Traverse County Planning Commission 2018 Meeting Dates

**Third Tuesday of the Month
3:00 p.m., Commission Chambers
Second Floor, Governmental Center**

January 16
February 20
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

Posted: _____



PLANNING DEPARTMENT

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www.grandtraverse.org/planning

To: Planning Commission
From: John Sych, AICP, Planning Director
Date: December 13, 2017
Re: **Nominating Committee Report**

Pursuant to Section 1.1 Nominating Committee of the Grand Traverse County Planning Commission Bylaws, the Nominating Committee met and nominated Robert Fudge as Chair, John Nelson as Vice Chair, and Joe Lawrence as Secretary.

Also pursuant to Section 1.2 Selection of the Grand Traverse County Planning Commission Bylaws, the Planning Commission shall vote on the Chair, Vice Chair and Secretary. Additional nominations may be made from the floor with the prior consent of the nominee.



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To: Planning Commission
From: John Sych, AICP, Planning Director
Date: January 8, 2018
Re: Future of the Planning Commission

I have prepared the following information to allow you to have discussion on the future of the County Planning Commission:

- A. Planning and zoning is an option. Planning and zoning in Michigan is solely at the option of the local municipality. No county, city, village or township is required to have a planning commission. However, if a municipality does create a planning commission, then it must do so in accordance with the Planning Enabling Act. Furthermore, for a municipality to have a valid master plan, a planning commission must be established. See attached Article II of the Planning Enabling Act covering Planning Commission Creation and Administration.
- B. The Planning Commission was created by Ordinance #30. In accordance with the Planning Enabling Act, the Planning Commission was created by Ordinance #30 which was adopted and amended by the Board of Commissioners. Any changes to the composition and operation of the Planning Commission require changes to the Ordinance. See attached Ordinance #30.
- C. The Planning Commission is governed by its by-laws and policies. See attached Planning Commission By-laws and Policy Guide.
- D. The Planning Commission has led in preparation of certain policy documents. The Planning Commission has prepared and adopted the following key policy documents:
 - a. **County Master Plan** (Adopted by the Planning Commission and Board of Commissioners in 2013)
<http://www.grandtraverse.org/DocumentCenter/Home/View/3844>
 - b. **Long Range Capital Improvement Plan** (Adopted by the Planning Commission and Board of Commissioners in 2015)
<http://www.grandtraverse.org/DocumentCenter/Home/View/2205>

- c. **Housing Inventory**
<http://www.grandtraverse.org/DocumentCenter/View/2246>
- d. **Housing Strategy** (Adopted by the Planning Commission and Board of Commissioners in 2013)
<http://www.grandtraverse.org/DocumentCenter/View/2247>
- E. Roles of the County Planning Commission.
 - a. **Master Plan Preparation and Implementation.** Per Planning Enabling Act, the master plan is required to be reviewed every five years. In 2018, the master plan should be reviewed by the Planning Commission in 2018 to determine if any changes and/or updates are necessary.
 - b. **Foundation for County Efforts.** The master plan provides the foundation for many County functions. It provides the “why” the County has a brownfield redevelopment authority, an economic development corporation, and a land bank authority, construction code department, drain commissioner, parks department, etc. The master plan also provides the reasoning to coordinate local master plans and zoning ordinances. These programs advance the goals and objectives of the master plan. The master plan is the single overarching policy document to address all kinds of “areas of focus.”
 - c. **Coordinating Entity.** *Policy #1 Review of City, Village and Township Plans & Ordinances* was adopted in accordance with state statute has administrative and/or Planning Commission review and recommendation of all Township zoning changes. This “policing” function ensures that zoning is fair, consistent and follows the requirements of the state of Michigan for the benefit of developers, land owners, residents, and businesses. All master plans (city, villages, and townships) must be reviewed by the PC per state statute. These reviews provide oversight of zoning ordinances and land development policies within the County.
 - d. **Capital Improvement Planning and Coordination.** In 2015, the Planning Commission prepared and adopted the Long Range Capital Improvement Plan (CIP) for the County. The CIP was also adopted by the Board of Commissioners. The Long Range CIP complements the 5-year CIP that used to be completed by the Facilities Management Department. The long range CIP addresses larger facility issues faced by the County (i.e., moving operations, new buildings, etc.). In addition, the Policy Guide contains *Policy #8 Review of Capital Improvements* which was adopted by both the Planning Commission and the Board of Commissioners. This policy utilizes the Planning Commission to review County-owned facility and land changes including acquisition and construction.
 - e. **Census 2020.** Preparation for the decennial census in 2020 is already underway. The Planning Commission, as conducted previously in 2010, has the opportunity

to provide awareness to ensure an accurate count. Census information affects the numbers of seats the state occupies in the U.S. House of Representatives. However, the data is also used for all kinds of uses including managing emergencies and disasters, preventing diseases, researching markets, locating pools of skilled workers, and more. The information the census collects helps to determine how more than \$400 billion dollars of federal funding each year is spent on infrastructure and services like hospitals, job training centers, schools, senior services, and emergency services.

MICHIGAN PLANNING ENABLING ACT (EXCERPT)

Act 33 of 2008

ARTICLE II.

PLANNING COMMISSION CREATION AND ADMINISTRATION

125.3811 Planning commission; creation; adoption of ordinance by local unit of government; notice required; exception; adoption of charter provision by city or home rule village; effect of repeal of planning act; continued exercise or transfer of powers and duties of zoning board or zoning commission.

Sec. 11. (1) A local unit of government may adopt an ordinance creating a planning commission with powers and duties provided in this act. The planning commission of a local unit of government shall be officially called "the planning commission", even if a charter, ordinance, or resolution uses a different name such as "plan board" or "planning board".

(2) Within 14 days after a local unit of government adopts an ordinance under subsection (1) creating a planning commission, the clerk of the local unit shall transmit notice of the adoption to the planning commission of the county where the local unit is located. However, if there is not a county planning commission or if the local unit adopting the ordinance is a county, notice shall be transmitted to the regional planning commission engaged in planning for the region within which the local unit is located. Notice under this subsection is not required when a planning commission created before the effective date of this act continues in existence under this act, but is required when an ordinance governing or creating a planning commission is amended or superseded under section 81(2)(b) or (3)(b).

(3) If, after the effective date of this act, a city or home rule village adopts a charter provision providing for a planning commission, the charter provision shall be implemented by an ordinance that conforms to this act. Section 81(2) provides for the continuation of a planning commission created by a charter provision adopted before the effective date of this act.

(4) Section 81(3) provides for the continuation of a planning commission created under a planning act repealed under section 85.

(5) Section 83 provides for the continued exercise by a planning commission, or the transfer to a planning commission, of the powers and duties of a zoning board or zoning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3813 Planning commission; effect of township ordinance; number of days; petition requesting submission of ordinance to electors; filing; petition subject to Michigan election law; violation.

Sec. 13. (1) Subject to subsection (2), a township ordinance creating a planning commission under this act shall take effect 63 days after the ordinance is published by the township board in a newspaper having general circulation in the township.

(2) Subject to subsection (3), before a township ordinance creating a planning commission takes effect, a petition may be filed with the township clerk requesting the submission of the ordinance to the electors residing in the unincorporated portion of the township for their approval or rejection. The petition shall be signed by a number of qualified and registered electors residing in the unincorporated portion of the township equal to not less than 8% of the total vote cast for all candidates for governor, at the last preceding general election at which a governor was elected. If such a petition is filed, the ordinance shall not take effect until approved by a majority of the electors residing in the unincorporated portion of the township voting thereon at the next regular or special election that allows reasonable time for proper notices and printing of ballots or at any special election called for that purpose, as determined by the township board. The township board shall specify the language of the ballot question.

(3) Subsection (2) does not apply if the planning commission created by the ordinance is the successor to an existing zoning commission or zoning board as provided for under section 301 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3301.

(4) If a township board does not on its own initiative adopt an ordinance under this act creating a planning commission, a petition may be filed with the township clerk requesting the township board to adopt such an ordinance. The petition shall be signed by a number of qualified and registered electors as provided in subsection (2). If such a petition is filed, the township board, at its first meeting following the filing shall submit the question to the electors of the township in the same manner as provided under subsection (2).

(5) A petition under this section, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the

Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

Rendered Wednesday, December 27, 2017

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Michigan Compiled Laws Complete Through PA 182 of 2017

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(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

125.3817 Chairperson, secretary, and other offices; election; terms; appointment of advisory committees.

Sec. 17. (1) A planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member of the planning commission is not eligible to serve as chairperson. The term of each officer shall be 1 year, with opportunity for reelection as specified in bylaws adopted under section 19.

(2) A planning commission may appoint advisory committees whose members are not members of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3821 Meetings; frequency; time; place; special meeting; notice; compliance with open meetings act; availability of writings to public.

Sec. 21. (1) A planning commission shall hold not less than 4 regular meetings each year, and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to planning commission members not less than 48 hours before the meeting.

(2) The business that a planning commission may perform shall be conducted at a public meeting of the planning commission held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

(3) A writing prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3823 Compensation; expenses; preparation of budget; acceptance of gifts.

Sec. 23. (1) Members of a planning commission may be compensated for their services as provided by the legislative body. A planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs,

and meetings.

(2) After preparing the annual report required under section 19, a planning commission may prepare a detailed budget and submit the budget to the legislative body for approval or disapproval. The legislative body annually may appropriate funds for carrying out the purposes and functions permitted under this act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.

(3) A planning commission may accept gifts for the exercise of its functions. However, in a township, other than a township that on the effective date of this act had a planning commission created under former 1931 PA 285, only the township board may accept such gifts, on behalf of the planning commission. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special nonreverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special nonreverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the local unit of government. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the legislative body.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3825 Employment of planning director and other personnel; contract for services; use of information and advice provided by public officials, departments, and agencies.

Sec. 25. (1) A local unit of government may employ a planning director and other personnel as it considers necessary, contract for the services of planning and other technicians, and incur other expenses, within a budget authorized by the legislative body. This authority shall be exercised by the legislative body, unless a charter provision or ordinance delegates this authority to the planning commission or another body or official. The appointment of employees is subject to the same provisions of law as govern other corresponding civil employees of the local unit of government.

(2) For the purposes of this act, a planning commission may make use of maps, data, and other information and expert advice provided by appropriate federal, state, regional, county, and municipal officials, departments, and agencies. All public officials, departments, and agencies shall make available public information for the use of planning commissions and furnish such other technical assistance and advice as they may have for planning purposes.

History: 2008, Act 33, Eff. Sept. 1, 2008.

GRAND TRAVERSE COUNTY

ORDINANCE NO. 30

GRAND TRAVERSE COUNTY PLANNING COMMISSION ORDINANCE

AN ORDINANCE to create a Planning Commission for Grand Traverse County as authorized by the Michigan Act No. 33 of the Public Acts of 2008 being section 125.3801, and of the Michigan Compiled Laws, et.seq., to carry out the purposes of the Act.

1. Short title

This ordinance shall be officially known and described as the "Grand Traverse County Planning Commission Ordinance."

2. Creation

A commission is created to be known as the Grand Traverse County planning commission, a successor to the commission formerly created by the county board pursuant to the county planning act, Act 282 of the Public Acts of 1945, to carry out the purposes of the Michigan planning enabling act.

3. Members

- A. The planning commission shall consist of nine (9) members, inclusive of any ex officio member(s) appointed as provided in sub-section D, appointed by the county board. The county board shall determine the full membership of the planning commission.
- B. Members of the planning commission shall be qualified electors of Grand Traverse County.
- C. Members shall be appointed for 3-year terms, except ex officio members who shall be appointed for the terms provided in sub-section D. As nearly as possible, the terms of 1/3 of all members will expire each year.
- D. The planning commission may include 1 ex officio member appointed by the county board from its own membership. If appointed, the term of the ex officio member shall expire with his or her elected term of office, except in the case of the county board chair, in which case the term of office shall expire with his or her term as county board chair.
- E. The members of the planning commission shall be representative of the important segments of the community, such as the economic, governmental, educational, and social development of Grand Traverse County, in accordance with the major interests

as they exist in Grand Traverse County, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of Grand Traverse County to the extent practicable.

- F. The county board shall make reasonable effort to ensure that the membership of the planning commission include a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection D.
- G. Current members of the planning commission created by ordinance 11 of 1985 of the county board pursuant to 1945 Public Act No. 282 shall continue to hold their present terms of office until such time as they expire.
- H. Except as provided in subsection D, an elected officer or employee of Grand Traverse County is not eligible to be a member of the planning commission.

4. Officers; advisory committee.

- A. The planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member is not eligible to serve as chairperson. The term of each officer shall be 1 year, with the opportunity for re-election as specified in the bylaws adopted under section 10.
- B. The planning commission may appoint advisory committees whose members are not members of the planning commission.

5. Vacancies.

If a vacancy occurs on the planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided in the initial appointment. A member shall hold office until his or her successor is appointed.

6. Members compensation

Members of the planning commission may be compensated for their services as provided by the county board.

7. Removal from Office.

The County Board of Commissioners may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

8. Meeting and Committees

- A. The planning commission shall hold not less than 4 regular meeting each year and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send a written notice of a special meeting to planning commission members not less than 48 hours before the meeting.
- B. The business of the planning commission shall be conducted at a public meeting in accordance with the 1976 Act, No. 267.
- C. A writing prepared, owned, used, in the possession of, or retained by a planning commission in performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

9. Members, compensation and expenses; budget; appropriations; gifts; expenditures

- A. The planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by educational and training programs, and meetings.
- B. After preparing the annual report required under section 10.B. the planning commission may prepare a detailed budget and submit the budget to the county board for approval or disapproval. The county board annually may appropriate funds for carrying out the purposes and functions permitted under the Michigan planning enabling act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.
- C. The planning commission may accept gifts for the exercise of its functions. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special non reverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special non reverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the county. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the county board.

10. Bylaws and Records

- A. The planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

- B. The planning commission shall make an annual written report to the county board concerning its operations and status of planning activities, including recommendations regarding actions by the county board related to planning and development.
- 11. Preparation and adoption of master plan generally; areas covered by plan; powers and duties of planning commission generally.
- A. The planning commission shall make and approve a master plan as a guide for development within Grand Traverse County, as provided in article III of the Michigan planning enabling Act and subject to the following:
 - (1) All prior master plans adopted by the predecessor to this planning commission continue in effect as a master plan under this ordinance.
 - (2) The master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated territory or of the county as a whole.

January 28, 2015

/s/ Bonnie Scheele
Bonnie Scheele, County Clerk

January 28, 2015

/s/ Christine Maxbauer
Christine Maxbauer, Chairperson



**GRAND TRAVERSE COUNTY PLANNING COMMISSION
BYLAWS**

Grand Traverse County, Michigan

**Amended April 19, 1995
Amended July 21, 1999
Amended March 23, 2005
Amended April 19, 2005
Amended August 18, 2009**

GRAND TRAVERSE COUNTY PLANNING COMMISSION BYLAWS

The following bylaws are hereby adopted by the Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, P.A. 33 of 2008, as amended. Section 19 (1) of said Act stipulates the following requirement: "A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings and determinations."

SECTION 1.0 OFFICERS

1.1 **NOMINATING COMMITTEE.** At the regular meeting in November of each year, the Chair of the Planning Commission shall appoint a nominating committee of three members. They shall present a nomination for Chair, Vice Chair and Secretary to be voted on at the annual meeting in December.

1.2 **SELECTION.** At the annual meeting in December of each year, the Planning Commission shall vote on the Chair, Vice Chair and Secretary. Additional nominations may be made from the floor with the prior consent of the nominee. In the event of a resignation, the commission will recommend a candidate to fill the vacancy until the next election.

1.3 **TENURE.** The Chair, Vice Chair and Secretary shall take office at the next regular meeting following their selection. They shall hold office for a term of one year only, or until their successors are selected and assume office. Officers may be elected for an additional term by a majority vote of the full membership of the commission.

1.4 **DUTIES.**

- A. Chair. Preside at all meetings, appoint committees, execute documents in the name of the Planning Commission and perform other duties as may be ordered by the Planning Commission.
- B. Vice Chair. Act in the capacity of the Chair in his/her absence, and succeed to the office of Chair for the remainder of the term in the event the office of Chair becomes vacant.
- C. Secretary. The Secretary shall be responsible for the minutes of each meeting.

1.5 **COMMUNICATIONS, PETITIONS, AND REPORTS.** All communications, petitions and reports shall be addressed to the Planning Commission and delivered or mailed to the Chair at the business address of the commission.

SECTION 2.0 MEETINGS

2.1 **REGULAR MEETINGS.** Meetings of the Planning Commission will be established at the annual meeting.

2.2 ATTENDANCE. A member of the Planning Commission is expected to attend the majority of the Commission meetings. The Secretary shall keep attendance records and if a member is unable to attend a majority of meetings, the Planning Commission may ask that the appointee's membership on the Planning Commission be reviewed by the Board of Commissioners.

2.3 SPECIAL MEETINGS. Special meetings shall be called at the request of the Chair, or by four members of the Planning Commission. Notice of special meetings shall be given by the Secretary to the members of the Planning Commission at least forty-eight (48) hours prior to such meeting and shall state the purpose and time of the meeting.

2.4 PUBLIC. All regular meetings, special meetings, study sessions, hearings, records and accounts shall be open to the public in compliance with the Open Meetings Act, P.A. 267 of 1976, as amended.

2.5 QUORUM. A quorum shall constitute 50% plus one (1) of the planning commission membership for the transaction of business and 50% plus one (1) affirmative votes of the membership present at the meeting are required for the taking of official action for all matters coming before the Planning Commission.

2.6 EX-OFFICIO MEMBER. The Planning Commission shall include one (1) ex officio member appointed by the Board of Commissioners from its own membership. The term of the ex officio member shall expire with his or her elected term of office, except in the case of the Board Chair, in which case the term of office shall expire with his or her term as Board Chair.

2.7 ORDER OF BUSINESS. The Chair or his/her designate shall prepare an agenda for each meeting. The order of business therein shall be as follows:

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Public Comment
- E. Declaration of Conflict of Interest
- F. Consent Calendar (if appropriate)
- G. Approval of Minutes (unless under Consent Calendar)
- H. Matters pertaining to the general citizenry and citizens present at the meeting will be heard in the following order:
 - 1. Advertised Public Hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.

2. Persons requested by the Planning Commission to attend the meeting for discussion of a local problem, or presentation of further information on an issue previously considered.
- I. New Business
- J. Old Business
- K. Reports
- L. Public Comment
- M. Adjournment

Information only items are available upon request. A list is provided with the agenda packet.

2.8 SPECIAL MEETINGS AND STUDY SESSIONS. The Chair may designate special meetings for the purpose of discussing long range portions of the master plan and other needs.

2.9 MOTIONS. Motions shall be restated by the Chair before a vote is taken.

2.10 VOTING. Voting shall be by voice and shall be recorded by yea and nays. Roll call votes will be recorded only upon request by a member of the Planning Commission or the Planning Director. Members must be present to cast a vote. A member may not abstain from voting unless there is a recognized conflict of interest.

2.11 COMMISSION ACTION. Action by the Planning Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

2.12 PARLIAMENTARY PROCEDURE. All meetings of the commission shall be operated under the bylaws in this document. If a situation arises that is not covered by the Planning Commission's Bylaws, then the Planning Commission will defer to Roberts Rules of Order.

2.13 CONFLICT OF INTEREST.

- A. All members of the commission and all members of staff shall avoid situations which are conflicts of interest. A conflict of interest shall, at a minimum, include, but not be limited to, the following:
 1. Issuing, deliberating, voting or reviewing a case concerning himself/herself.
 2. Issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or any other entity in which he/she is an owner or part owner, or any other relationship where he/she may stand to have a financial gain.
 3. Issuing, deliberating, voting or reviewing a case which may result in a benefit to himself/herself.

4. Issuing, deliberating, voting or reviewing a case concerning members of his/her household, or relatives, or members in relationship as defined by the Internal Revenue Service (IRS) standards.
 5. Issuing, deliberating, voting or reviewing a case where an employee or employer is an applicant or agent for an applicant or has a direct interest in the outcome.
- B. Members of the Planning Commission and members of staff shall declare a possible conflict of interest at the beginning of the meeting. If it is recognized by the remaining majority of those Planning Commission members present for the conduct of business that a conflict of interest exists, the member of the Planning Commission or staff will cease to participate in the issuing, deliberation, voting or review until that agenda item is concluded.

SECTION 3.0 ADVISORY COMMITTEES

3.1 **CITIZEN ADVISORY COMMITTEES.** The Planning Commission, Chair of the Planning Commission, and/or the Planning Director, with the consent of the Planning Commission, may establish and appoint citizen committees. Membership can be any number, so long as no more than three members of the Planning Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to utilize individuals who are knowledgeable or expert in the particular issue before the Planning Commission, to better represent various interest groups in the County.

3.2 **FINANCE COMMITTEE.** The Chair shall appoint a Finance Committee of three (3) members to draw up a budget for the following fiscal year. This shall be presented first to the Planning Commission and then to the Board of Commissioners.

3.3 **COMMITTEES OF THE PLANNING COMMISSION.** The Chair may appoint committees made up of Planning Commission members for a specific purpose and a specific time, and may, with the approval of the Planning Commission, appoint permanent standing committees. In any event, no more than five (5) Planning Commission members shall be appointed to a committee of the commission.

SECTION 4.0 RULES OF PROCEDURE FOR ALL CITIZEN COMMITTEES

4.1 **SUBSERVIENT TO THE PLANNING COMMISSION.** All committees are subservient to the Planning Commission and report their recommendations to the Planning Commission for review and action. Six affirmative votes by the Planning Commission can overrule any action of any committee.

4.2 **SAME PRINCIPLES.** The same principles of these Bylaws for the Planning Commission also apply to all committees of the Planning Commission.

- A. Officers. Officers of committees are appointed by the Chair of the Planning Commission at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a chair and secretary/vice-chair.

- B. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee. Only a citizen committee may elect to meet without a quorum as provided in subsection 3.4 of these Bylaws of Procedure.
- C. Voting. Only those appointed members of a committee who are present at the time of a vote shall be eligible to cast a vote.
- D. Minutes. The secretary of the committee shall keep minutes of the committee meetings in the same format used by the Planning Commission. The minutes shall be kept on file in the Planning Department and may be prepared with the assistance of the Planning Department staff.
- E. Staff. Committees have reasonable use of Planning Department staff time and assistance and direction for performing the work of the committee.
- F. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principles found in the Open Meetings Act, P.A. 267 of 1976, as amended.
- G. Sub-committees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership, however, shall consist of less than half the parent committee's membership.

SECTION 5.0 PER DIEM AND MILEAGE

Planning Commission members may claim per diem for attending official meetings of the Commission. All sub-committee meetings of the Planning Commission and all other meetings related to County Planning are not eligible for per diem. Planning Commission members may claim reimbursement for travel and related expenses to attend meetings involving County Planning. Travel and other expenses including meals and lodging will be reimbursed to Planning Commission members when the trip and/or meeting has been authorized by a majority vote of the Planning Commission.

SECTION 6.0 HEARINGS AND PUBLIC COMMENT

6.1 **MASTER PLAN HEARINGS.** Before the adoption of any part of the Master Plan as defined in the Michigan Planning Enabling Act, P.A. 33 of 2008, as amended, or any amendment to the Master Plan, or recommending approval of an amendment to the governing body, the Planning Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by one publication in each newspaper of general circulation.

6.2 **SPECIAL HEARINGS.** Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by one publication in each newspaper of general circulation.

6.3 NOTICE OF DECISION. A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of a request for the Planning Commission to study a special problem.

64 PUBLIC COMMENT. Any person shall be permitted to address a meeting of the Planning Commission which is required to be open to the public under the provision of the Michigan Open Meetings Act, P.A. 267 of 1976, as amended. Public comment shall be carried out in accordance with the following procedures:

- A. Any person wishing to address the Planning Commission shall state his or her name and address.
- B. Persons may address the Planning Commission on matters or issues which are relevant and germane to the Planning Commission.
- C. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. The Chair shall control the amount of time each person is allowed to speak, which shall not exceed three (3) minutes.
 - 1. The Chair may, at his or her discretion, extend the amount of time any person is allowed to speak.
 - 2. Whenever a group wishes to address the Planning Commission, the Chair may require that the group designate a spokesperson; the chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15) minutes.

SECTION 7.0 MATTERS TO BE ACTED UPON BY STAFF ON BEHALF OF THE COMMISSION

7.1 RECOMMENDATIONS. The Planning Director shall take action or make recommendations in the name of the Planning Commission, in accordance with such plans, policies and procedures as are approved or established by the Planning Commission from time to time. Where there is a serious conflict of interest, public controversy, or uncertainty or doubt as to the plans, policies or procedures approved or established by the Planning Commission, presentation of the matter shall be made at a Planning Commission meeting.

7.2 EXPENDITURES. The Planning Director shall follow the Grand Traverse County Procurement Policy as adopted by the Board of Commissioners.

SECTION 8.0 PLANNING COMMISSION STAFF

8.1 AUTHORIZATION. The Planning Commission staff may consist of a Planning Director and such other personnel as may be authorized by the Board of Commissioners.

8.2 GENERAL RESPONSIBILITY. The Planning Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Planning Commission, appropriate for the County and its environs and are within the scope of the Michigan Planning Enabling Act, P.A. 33 of 2008, as amended.

8.3 PLANNING DIRECTOR'S DUTIES. The Planning Director shall be responsible for the professional and administrative work in directing and coordinating the program of the Planning Commission. His/her work shall be carried on with the widest degree of professional responsibility, subject to the policy determinations of the Planning Commission and administrative policies of the County. The Planning Director shall:

- A. Administrative Duties.
 - 1. Supervise and review the work of the professional, technical and non-technical employees of the Planning Commission staff.
 - 2. Prepare proposed annual budget for the Planning Commission.
 - 3. Provide technical assistance to local units of government.
- B. Policy Formulation.
 - 1. Be responsible for carrying out the directives of the Planning Commission.
 - 2. Advise and assist the Planning Commission in the establishment of general planning policy.
- C. Effectuation of Plans.
 - 1. Recommend to the Planning Commission action necessary for effectuating plans with respect to both public and private endeavors through such control techniques as programs for capital expenditures and long range comprehensive plans for the guidance of County growth.
- D. Public Relations.
 - 1. Officially present the Planning Commission's recommendations to the governing body.
 - 2. Officially represent the Planning Commission and its staff at planning conferences, interdepartmental meetings of the County government and serve generally as a liaison between the Planning Commission and the public.
 - 3. Collect, catalog and supply information for private development or investment in accord with comprehensive plans.
 - 4. Cooperate with public and private agencies and with individuals for the development, acceptance and effectuation of plans.
 - 5. Collect, catalog and supply information for and encourage interested public agencies and citizen organizations in programs to promote public understanding and government cooperation for planning.
 - 6. Accept other responsibilities as may be directed by the Planning Commission, Board of Commissioners, or County Administrator.

SECTION 9.0 ADOPTION

Upon adoption of these Bylaws, they shall become in full force and effect.

SECTION 10.0 AMENDMENTS

These Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

Amended: April 19, 1995
Amended: July 21, 1999
Amended: March 23, 2005
Amended: April 19, 2005
Amended: August 18, 2009

Grand Traverse County Planning Commission

POLICY GUIDE



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INTRODUCTION

This Policy Guide contains principles and strategies adopted by the Grand Traverse County Planning Commission to provide direction, accountability, and clarity in all of its operation and actions.

This Policy Guide assists the Planning Commission in its implementation of the Master Plan, review of local plans and ordinances and coordination of County projects. The policies may be amended and expanded from time to time by the Planning Commission.



Grand Traverse County Planning Commission
Policy #1: Review of City, Village and Township Plans & Ordinances
 Adopted: January 17, 2017

Introduction

In accordance with the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act, the County Planning Commission may provide recommendations on master plans and zoning ordinances to other units of government. The County Planning Commission and staff will conduct a review prior to the recommendation. The recommendation allows the county planning commission to coordinate planning and zoning efforts by:

1. Providing constructive feedback that will be helpful to the local unit of government.
2. Establishing a dialog with local units of government on planning and zoning issues.
3. Tracking plans and ordinances that become resources for other communities.

Review Type

Each review will be addressed depending on the type as outlined below:

Review Type	Review is Waived	Planning Commission Review	Committee Review
<i>City, Villages, Townships and Counties</i>			
Master Plan Amendment		X	
New Master Plan			X
<i>Townships Only</i>			
Zoning Ordinance – Text Amendment*	X		
Zoning Ordinance – Map Amendment (Rezoning)	X		
Zoning Ordinance – Major Map Amendment (Rezoning) a. Greater than 80 acres in area; or b. within 1/4 mile of township boundary; or c. more than five parcels under separate ownership		X	
Zoning Ordinance – New Chapter		X	
New Zoning Ordinance			X
*Text amendments may include definitions, clarifications or corrections of language or numeric adjustments and addition, alteration or deletion of language to one or more chapters but not the entire chapter.			

Committee Review

Planning Commission Chair appointments a committee of planning commissioners to review the item with staff and, if possible, a local representative. Committee provides comments to the Planning Commission. Planning Commission provides any comments to the local unit government.

Planning Commission Review

The full Planning Commission reviews item and provides any comments to the local unit of government.

Local Representatives

A local representative will be requested to attend the meeting of the Planning Commission for items under Planning Commission or Committee Review. The local representative will be heard by the Planning Commission in order to provide important background information on the item.

Request for Review

Any township may, at any time, request a zoning review and recommendation by the Planning Commission.

Review of City, Village and Township Master Plans & Amendments

Purpose

The purpose of this policy is to coordinate a proposed master plan, or master plan amendment, by any unit of government within or adjacent to Grand Traverse County with the master plan of a neighboring township, city, or village and the Grand Traverse County Comprehensive Plan.

Background

In accordance with the Michigan Planning Enabling Act, PA 33 of 2008 as amended, the County Planning Commission has the statutory duty to review proposed master plans and master plan amendments from other units of government.

Review

In its review, the County Planning Commission shall consider the following items:

1. Consistency with applicable county and other government agency plans.
2. Compatibility with existing plans and land use policies of neighboring municipalities.
3. Consider comments provided by neighboring municipalities (if available).

Response to Unit of Government

The County Planning Commission shall submit to the unit of government its comments on the proposed plan. These advisory comments shall include, but need not be limited to:

1. A statement whether the County Planning Commission considers the proposed plan to be inconsistent with the plan of any neighboring city, village, township, county or region.
2. A statement whether the County Planning Commission considers the proposed plan to be inconsistent with any county plans.

Review of Township Zoning Ordinances & Amendments

Purpose

The purpose of this policy is to coordinate a proposed zoning ordinance, or zoning ordinance amendment, by any township within Grand Traverse County with the zoning ordinance of a neighboring township, city, or village and ensuring an overall common approach to zoning within the County.

Background

In accordance with the Michigan Zoning Enabling Act, PA 110 of 2006 as amended, following a public hearing, the township planning commission shall submit a proposed zoning ordinance or amendment, including any maps, to the County Planning Commission for review and recommendation. If the recommendation has not been received by the township within 30 days after receipt of the zoning ordinance or amendment by the County, it shall be presumed the County Planning Commission has waived its right for review and recommendation.

Preliminary Review (Optional)

A township, at its option, may submit a proposed zoning ordinance or amendment to the County Planning Commission prior to the formal review process. This review by the County Planning Commission is preliminary and only provides initial feedback on a proposed zoning ordinance or amendment. A preliminary report shall be submitted by the County Planning Commission to the township.

Review

In its review, the County Planning Commission shall consider the following items:

1. Consistency with applicable county and other government agency plans, including issues of county-wide concern.
2. Compatibility with existing plans and/or zoning ordinances of neighboring municipalities.
3. Determine whether appropriate drafting and adoption procedures have been followed.
4. While it is not required that all townships define its zoning districts the same, the intent and uses permitted in the zoning districts should be similar.

Response to Township

The County Planning Commission shall submit to the township its comments on the proposed zoning ordinance.



Grand Traverse County Planning Commission
Policy #2: Technical Assistance to Local Governments
Adopted: May 14, 1986

PURPOSE

The purpose of this policy is to allow for County Planning & Development Department staff to assist a township, city, or village in Grand Traverse County with planning activities.

BACKGROUND

A primary responsibility of the County Planning & Development Department is to serve the County Planning Commission and County government. However, the Department may provide planning and zoning assistance to local units of government. Planning and zoning assistance to local units of government will be on a first-come, first-served basis and as time permits. There may be situations where the Department will offer assistance to local units of government in the implementation of a County policy, goal or objective. At the request of a local unit of government, the Department may further provide services for a special project.

ASSISTANCE

Assistance provided by the Department will be of a technical nature dealing with the general aspects of planning and zoning and may include support for a planning project, plan or study, response to a request for information, performing research, or similar planning-related activities. The goal of providing planning and zoning assistance is to foster a cooperative and open working relationship between the local units of government in the County and to create a situation where working together for common goals is the normal operation between local units of government. It is not the intention of this policy for the Department to take over a project of a local unit of government or make, or appear to make, a decision for the local unit.

Examples of planning and zoning assistance by the Department include the following:

1. Assistance will be given local of government officials, boards and planning commissions to develop ordinances, policies and procedures, master plans and implementation of plans.
2. Assistance in local issues dealing with appeals or violations, discretionary permits, planned unit development applications or any situation where the decision is discretionary and clearly to be made at the local level. This includes local budget hearings, land purchase or condemnation, site selection for local facilities or any other controversial local decision.

SPECIAL PROJECTS

If a local unit of government desires to have the Department administer a local project, develop an ordinance or plan, write a grant application, or provide specific advice on a local issue that has no clear relationship or general application to other units of government or the County as a whole, then a written request specifically what is being requested may be submitted to the Department. The Director of Planning shall evaluate the request in light of the workload of the Department and the priority of work assignments. The Director may elect to decline or to accept the special project. If accepted, the Director shall furnish the local unit with an estimate of the fee to be charged for the service. The fee shall be based on an hourly rate for the personnel involved, mileage and other expenses related to the project.

The Director shall present the proposal to the County Planning Commission and the Board of Commissioners for review and approval prior to submitting the proposal to the local unit.

No work shall commence on the project until a written acceptance of the proposal is on file in the Department.



Grand Traverse County Planning Commission
Policy #3: Referral of Local Recreation Plans to County Parks & Recreation Commission
Adopted: February 15, 1990

PURPOSE

The purpose of this policy is to improve awareness, use, and coordination of local recreation plans.

BACKGROUND

As part of the State of Michigan requirement for developing a recreation plan, a local recreation plan must be submitted to the County Planning Commission upon its completion.

PROCESS

Upon receipt of a recreation plan prepared by a local unit of government, the County Planning Commission shall forward the plan to the County Parks and Recreation Commission for its information.



Grand Traverse County Planning Commission
Policy #4: Review of Road Abandonment Requests
Adopted: August 15, 2006

PURPOSE

The purpose of this policy is to facilitate a review by the County Planning Commission of a road abandonment request.

PROCESS

Upon receipt of a public road abandonment request, the County Planning Commission shall conduct a review of the request based on the following criteria:

1. Consider the reason for the request indicating why the right-of-way is surplus to the current and future needs of the public.
2. Does the proposed road abandonment conform to local and county plans?
3. Determine whether there is satisfactory township and property owner support.
4. Will there be an adverse effect on immediate and adjacent pedestrian and vehicular traffic?
5. Will there be an adverse effect on emergency access to adjacent properties?
6. Is the right-of-way vacant of all utilities?
7. Will abandoning the right-of-way impact the development potential of adjacent properties?
8. Is there any potential for alternate public uses of the right-of-way, such as bikeways or hiking trails?

Upon completion of its review, the County Planning Commission shall transmit its findings and recommendation to the Grand Traverse County Road Commission and the local unit of government.



Grand Traverse County Planning Commission
Policy #5: Per Diem and Reimbursement
Adopted: March 24, 1993

PURPOSE

The purpose of this policy is to allow for per diem for meetings and reimbursement of travel expenses for members of the County Planning Commission.

POLICY

Members of the County Planning Commission may claim per diem for attending official meetings of the Commission.

All subcommittee meetings of the Commission and all other meetings related to County Planning are not eligible for per diem.

Members of the County Planning Commission may claim reimbursement for travel and related expenses to attend meetings involving County Planning.

Travel and other expenses including meals and lodging will be reimbursed to members of the County Planning Commission when the trip and/or meeting have been authorized by a majority vote of the Planning Commission.

The Grand Traverse County Planning Commission By-Laws reflects this policy.



Grand Traverse County Planning Commission
**Policy #6: Relationship between the Director, Staff and the
Planning Commission**
Adopted: January 19, 1994

PURPOSE

The purpose of this policy is to identify the relationship between the Director, Staff and the County Planning Commission.

POLICY

In order to properly separate the policy making functions of the County Planning Commission and the administrative functions of the Director of Planning and staff, the following rules and procedures are established:

1. The Director is responsible to the Planning Commission for the administration of its policies and programs. The Chair of the Planning Commission shall act as liaison between the Planning Commission and the Director.
2. The Planning Commission shall not delegate or assign any administrative functions to individual members of the Planning Commission or to staff assigned to the Director unless approved by the Planning Commission.
3. All committees under the jurisdiction of the Planning Commission are to notify the Director of their meetings and invite him or her to attend and participate in committee discussions. When directed by the Planning Commission or Chair, the Director shall attend.
4. Only the Chair shall give direct orders to the Director based on policy established by the Planning Commission.
5. The Planning Commission should deal with other staff through the Director either for complaints, information or for research.
6. The Director shall prepare the agenda for commission meetings with the assistance of the Chairperson. Commission members wishing to place an item on the agenda shall bring that item to the Director or Chairperson at least ten days prior to the meeting where the member wishes that item to be discussed.

7. Within reason, the planning office will be available for informational purposes and correspondence of the Commissioners and Committee Chairpersons.
8. All new projects will start with the appropriate committee and advance to the Chairperson or the Commission for any action by the Director.
9. The Commission should not take action on any matter until the Department has had an opportunity to supply information or give an opinion of the matter.



Grand Traverse County Planning Commission
Policy #7: Conflicts of Interest and Code of Ethics
Adopted: August 18, 2009

PURPOSE

The purpose of this policy is to provide guidance to members of the County Planning Commission for conflicts of interest and ethics.

CONFLICT OF INTEREST

The term “conflict of interest” is not defined in statute, although there are some basic guidelines found in case law.

Michigan Attorney General Opinion #5681 states, “A conflict of interest arises when the personal interest of a public official places him in a position where he cannot execute his public duties without affecting his private interests, thus denying the public the fair, impartial and objective judgment to which it is entitled.”

A conflict of interest is any interest competing with or adverse to your primary duty of loyalty to the public interest. A competing interest may be a personal interest, or it may be a duty or loyalty one owes to a third party. In either case, there is a “conflict” if the competing interest impairs the ability to decide a public question objectively and independently. Not all conflicts are impermissible.

Most conflicts of interest which are to be avoided are direct conflicts, that is, conflicts where there is a personal or pecuniary interest in the outcome of a decision. These are the easiest to deal with.

Generally, the County Planning Commission functions in an advisory role in review of local plans and ordinances, therefore in this capacity there are few potential conflicts of interest. However, there may be other instances for the County Planning Commission where potential conflicts of interest may be more common.

To provide guidance to the County Planning Commission members and staff, the following are examples of conflicts of interest and non-conflicts of interest:

EXAMPLES OF CONFLICTS OF INTEREST

1. A County Planning Commission member works for a consultant that is preparing the County Master Plan that requires approval of the County.
2. A County Planning Commission member works for a property owner seeking rezoning of a property, this case comes before the County Planning Commission on an advisory basis.

EXAMPLES OF NON-CONFLICTS OF INTEREST

1. A County Planning Commission member is an elected official of a Township that has submitted a new master plan to the County Planning Commission.
2. A County Planning Commission member is also a Planning consultant to a Township that has submitted zoning ordinance changes to the County Planning Commission.
3. A County Planning Commission member is also an elected official, appointee, or employee of a Township and drafted an ordinance amendment that is before the County Planning Commission.
4. A County Planning Commission member is also a local Planning Commission member that has publicly taken a position on a rezoning case that is before the County Planning Commission.

CODE OF ETHICS

It is the obligation of the County Planning Commission to serve the public interest through open deliberation and decision-making. To achieve a high level of integrity, ethics is the foundation for the conduct of the County Planning Commission. The County Planning Commission endorses and follows the code of ethics:

1. Recognize the primary role of community planners is at all times to serve the past, present and future public interest.
2. Continuously strive to achieve high standards of integrity and professionalism so that the public respect for the community planning process is maintained.
3. Abstain from all discussion and decisions in which there is conflict of interest. Refuse any personal gift, tangible or intangible that influence decisions or actions.

4. Continually strive to keep the public informed on community planning issues, encourage communication between citizens and elected and appointed officials, and emphasize at all times friendly, courteous and professional service to the public.
5. Be aware of, and give special attention to, the long and short range impacts and inter-relatedness of planning decisions.
6. Endeavor to protect and enhance the natural environment and quality of life through careful and thoughtful decision making, advice and recommendations.
7. Make it a duty to share, advance and contribute to the body of planning knowledge through education, information, and advocacy.
8. Avoid any act or decision that would tend to promote individual or special interests at the expense and/or dignity of community planning.
9. Strive to utilize professional staff and other resources to achieve the most desirable results with regard to the community planning process.
10. Support and defend the laws and the Constitution of the United States of America and State of Michigan.



Grand Traverse County Planning Commission
Policy #8: Review of Capital Improvements

Adopted by Grand Traverse County Planning Commission: December 15, 2009

Adopted by Grand Traverse County Board of Commissioners: February 24, 2010

BACKGROUND

The County Planning Commission is empowered by the Michigan Planning Enabling Act, PA 33 of 2008 as amended (MCL 125.3801 et seq.), to review County developments and projects in conformance with the County Comprehensive Plan.

Pursuant to the Michigan Planning Enabling Act:

“to further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.”

In 2008, the Board of Commissioners adopted a long-range Capital Improvement Plan for the development and redevelopment of County-owned facilities and parcels of land. The long-range plan provides a framework for further capital facility planning and the foundation of a capital improvement program.

PURPOSE

The purpose of this policy is to establish procedures for the review of County plans and projects under the provisions of the Michigan Planning Enabling Act and to report and offer advice on County projects in relation to county planning and development.

On the effective date of this policy, any County board, department or agency authorized to receive funds and expend capital outlays will be subject to the following policy and procedure listed below as provided for in the Michigan Planning Enabling Act.

APPLICATION

These procedures apply to all Grand Traverse County agencies, authorities, boards, commissions, corporations, departments, divisions and offices developing major County plans or projects intended for long term use and involving the expenditure of funds by a County board, department or agency for the following:

- Acquisition or disposing of land and physical facilities;
- Erection, extension, construction, deconstruction or demolition of any physical facility; and, or
- Relocation of department operations from one building to another building.

Land shall be defined as all land owned by the County, land leased by or from the County or easement held or granted by the County.

Physical facility shall be defined as any building or structure, roads, bridge, parking area, drainage improvement facility, water impoundment facility, water distribution facility, wastewater treatment facility, sanitary sewerage, solid waste processing and/or disposal facility, and maintenance facility or garage. Physical facility does not mean motor vehicle, office equipment, maintenance improvements, interior remodeling, and replacement of roofing or windows or facility equipment such as refrigeration, heating, ventilation, and air conditioning, or replacement equipment and appurtenances. Physical facilities shall include any physical facility owned, leased or maintained by the County.

RESPONSIBILITIES

1. Board of Commissioners. The Board of Commissioners has oversight of this policy and ensuring projects are directed to the Planning Commission prior to final decision.
2. County Administrator. The County Administrator will have the responsibility for monitoring County plans or projects required for review.
3. Department and Agencies. All departments and agencies have the responsibility of submitting their plans and projects to the Planning Commission.
4. Planning Commission. The Planning Commission will review the plan or project and present a recommendation to the Board of Commissioners.
5. Planning Director. The Planning Director will have the responsibility for assisting

the Planning Commission in its review of County projects.

PROCEDURE

1. Conceptual Review and Comment. Prior to presentation to the Board of Commissioners or any committee of the Board or submission of a budget request, the sponsoring department or agency shall present its concept for a project or plan to the Planning Commission for initial review and comment. The concept for a project or plan will be presented at a meeting of the Planning Commission. Initial comments made by the Planning Commission during its review will be provided to the sponsoring department or agency and sent to the Board of Commissioners. The intent of this review is to ensure a project or plan meets the goals of the County prior to further investigation or commitment.

Following conceptual review, a formal review will be conducted through the budget review process:

2. Budget Review: All budget requests for a physical facility project or plan will be reviewed by the Planning Commission as part of the annual budget preparation process. The sponsoring department or agency shall submit its plan or project with adequate documentation. Documentation may consist of a plan, diagram, scheme or proposal with accompanying maps, charts, drawings and descriptive explanatory material illustrating the location and extent of the plan or project. In addition, estimates of time and cost of the project should be included. The proposed project or plan will be presented at a meeting of the Planning Commission.

In the event a project is not submitted as part of the budget review, a project or plan shall be reviewed as follows:

3. Other Reviews: Prior to formal presentation to the Board of Commissioners or any committee of the Board for authorization or approval of funding for a project or plan, the sponsoring department or agency shall submit its plan or project to the Planning Commission for review and recommendation. Plan or project documentation may consist of a plan, diagram, scheme or proposal with accompanying maps, charts, drawings and descriptive explanatory material illustrating the location and extent of the plan or project. In addition, estimates of time and cost of the project should be included. The proposed project or plan will be presented at a meeting of the Planning Commission. The Planning Commission shall furnish its report and advice to the Board of Commissioners with copies of said report given to the County Administrator and sponsoring department or agency.

4. Basis of Review. The Planning Commission will review the County project plan in relation to the following:

- County Comprehensive Plan

- County Parks and Recreation Master Plan
- County Solid Waste Management Plan
- County Long-Range Capital Improvement Plan
- County Strategic Plan
- Any other appropriate County plan
- Background planning studies such as municipal, state and federal plans.
- Relationship to the design principles of New Designs for Growth and the Grand Vision.
- Other factors such as county and municipal service areas, needs assessments, utilities, zoning and code compliance, public land use, natural resources, economic development, environmental impact and intergovernmental coordination.

5. Program. The Planning Commission will maintain a capital improvements program listing all projects and improvements, in the general order of their priority that in the Planning Commission's judgment will be needed or desirable. The capital improvements program will span a 6-year period with annual updates by the Planning Commission.

CRITERIA

As adopted by the Board of Commissioners, the Planning Commission also endorses the planning criteria for the County as stated here:

Balance and Equity

1. The plan is comprehensive and seeks to address the needs of all components of County government.
2. Priorities are set within the limitations of the County's resources.
3. The County intends to serve the public with facilities that are convenient, accessible, and available to the population in a comparable manner.
4. The County intends to provide efficient, appropriate facilities for County staff in an equitable manner.
5. The plan should be consistent with the County Comprehensive Plan and overall county priorities.

Economics

1. The County intends to fund facilities needs in a manner that is fiscally responsible and consistent with the goals of County government.
2. The County will seek to maximize the value of investments in facilities.
3. The County will take a long-term view of capital, operating and maintenance expenditures for facilities.

Quality

1. The County intends to develop civic architecture that conveys an appropriate sense of permanence, stability, and significance to the public.

2. Since the County intends to develop and maintain facilities for the long term, materials, systems, and other considerations should be chosen for maximum durability and effectiveness.

Site Considerations

1. Sites for County facilities should be chosen and developed in a manner that enhances the contextual and visual image of communities while also promoting economic considerations and cultural values.
2. Locations for County facilities should be chosen and developed to provide for future growth and change beyond the time frame of the plan.
3. County facility sites will be selected to maximize accessibility and efficiency of service delivery while encouraging innovative land use design.

Design and Planning Considerations

1. The County should endeavor to own facilities rather than lease if financially advantageous. Leased properties may be useful as short-term components of long-term strategies.
2. Projected need of a facility is a time frame to be determined by Board of Commissioners.
3. The County intends to efficiently share and to co-locate facilities.
4. The County intends to realize cost and operational efficiencies by consolidation of functions in centralized locations. Exceptions to this principle are made where public access and department missions are better served by a decentralized strategy or when services are incompatible.
5. Any facilities development project should incorporate strategies for growth in the near and far terms. Flexibility must be a high priority in the planning and development of all facilities.
6. County staff and the public must have an expectation of reasonable security, safety, comfort, and health conditions at County facilities.
7. The County recognizes that as a civic organization, it has a responsibility to comprehensively integrate strategies for sustainability and environmental stewardship in the development, design, and construction of all County facilities.
8. Space standards and guidelines should be maintained by the County and incorporated in all facilities planning actions.
9. County facilities should be developed in a manner that enhances the visual, social, and cultural character of communities.
10. All facilities projects should encourage innovative approaches to maximize efficiency. Examples might include: providing flexible, multi-use spaces, utilizing technology to reduce building space needs, and similar strategies.

Sustainability

1. Design decisions should be based on the life-cycle cost of occupying a building not only on cost of construction or acquisition.
2. Building systems and materials should be selected for flexibility, durability and ease of maintenance.

3. Supporting the development of sustainable sites, the County should lead by example and select sites appropriate for construction or buildings appropriate for acquisition. Such sites, particularly downtown Traverse City, demonstrate the community's commitment to sustainability and display integrity of its public institutions.
4. Designers should develop solutions that conserve water and reduce the negative impact of storm water runoff.
5. The discipline of conserving materials and resources should be applied to all projects.
6. Building envelopes and mechanical/lighting systems should be designed to conserve energy.
7. Building systems should be monitored continuously for effective energy management.
8. Renewable energy sources should be considered.
9. Building systems and materials should be selected to improve indoor air quality.
10. Daylighting and opportunity for exterior views should be optimized.
11. Workplaces should be designed to promote collaboration, communication and effective work effort.
12. Buildings should promote environmental stewardship and reflect the values of residents of Grand Traverse County.



Grand Traverse County Planning Commission
Policy #9: Policy for Review of State and Federal Legislation and Issues

Adopted: November 20, 2007

From time to time, the Planning Commission may be presented with state and/or federal legislation and issues. Of particular interest to the Planning Commission is legislation related to the land use planning and zoning statutes which govern the community planning process in Grand Traverse County. Since such statutes ultimately impact the quality of life for residents and business owners in Grand Traverse County, it is appropriate for the Planning Commission to review any changes or amendments to the statutes.

In receiving notice of state or federal legislation or issue, the Planning Commission should take the follow action:

1. Any correspondence related to legislation or issue shall be submitted to staff for a review and recommendation.
2. The Planning Commission shall consider the staff review and deliberate on the legislation or issue.
3. In its deliberation, the Planning Commission shall consider the impact of proposed legislation to the County and its local jurisdictions in terms of land use planning and zoning.
4. Any proposed legislation should maintain the integrity of the community planning process; generally adhere to the Community Planning Principles as established by the Michigan Association of Planning and endorsed by Grand Traverse County; and, not inhibit good community planning and zoning.
5. By a majority vote, the Planning Commission may take a position to endorse or oppose any proposed legislation or issue. The Planning Commission may also take no position on the proposed legislation or issue.
6. Action by the Planning Commission shall be transmitted to the Board of Commissioners and the County Administrator.

Upon completion of its review, the Planning Commission shall transmit its findings and recommendation to the appropriate parties.